



North Slope Borough School District

Vacancy Information

Location/Site: Barrow High School- Utqiagvik, AK

Posted Date: 08.06.25

Closing Date: Until Filled

This position may be required to complete a pre-employment physical examination and drug screening.

Job Description Information

Position: Secretary III (SY)

Reports to: Principal or designee

Supervisory: No

Classification: Classified

Safety Sensitive: No

Range: 17

Grade Minimum: \$29.12 - \$45.23

Work Year: SY

FLSA Exempt: No

Summary or Purpose

Perform secretarial support and coordinate office and clerical staff to assist with the efficient operation of the department

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Graduate from high school or general education degree.

Two to three years related experience and/or training.

Language Skills:

Read and interpret procedures, policies and regulations, such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

Effectively present information and respond to questions from supervisor, staff, and public.

Preference:

Inupiaq speaking and cultural experience preferred.

Mathematical Skills:

Add, subtract, multiply, and divide.

Perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Solve practical problems and deal with a variety of non-standard situations.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

None

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AND
A DRUG FREE WORKPLACE.

Other Skills and Abilities:

Type 55 words per minute accurately.

Lift 40 pounds.

Experience in the use of office machines.

Proof reading skills.

Essential Duties and Responsibilities

Perform or assign typing and other clerical duties as required.

Assist in the production of reports, meetings, conferences and special projects.

Screen and route incoming mail.

Respond to callers and make appropriate referrals.

Obtain, gather, and organize pertinent data as required.

Schedule appointments, make travel arrangements, and assemble material for meetings.

Handle written correspondence; compose letters, and reports as directed.

Place orders for materials, verify quantities delivered and distribute to staff.

Adhere to all District policies and regulations.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.